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ABSTRACT

This unit, one in a series of packets of teacher and student materials for cooperative occupational education (COE) designed for special needs students, is intended to familiarize students with the main concepts in cooperative occupational education and their benefits. Each unit will probably require more than a single period of instruction. Instructor materials include performance objectives (unit and specific objectives), suggested activities for teachers and students, supplemental activities, a list of instructional materials included in the unit and additional references, information topic sheets, a key to the unit review, and transparency masters. Contents of the package of student materials are unit objectives, information topic sheets (one sheet for each topic covered in the unit), assignment sheets for each information topic, and a unit review. This unit provides material on four information topics: cooperative occupational education, COE goals, occupational areas in COE, and benefits of COE to students, employers, and schools. (YLB)

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ED234240

Cooperative Occupational Education

Instructor Material

and Student Material

Unit 1
What is Cooperative Occupational Education

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INSTRUCTOR

COURSE TITLE - COOPERATIVE OCCUPATIONAL EDUCATION

SECTION A - INTRODUCTION TO COOPERATIVE OCCUPATIONAL EDUCATION

UNIT - 1: WHAT IS COOPERATIVE OCCUPATIONAL EDUCATION?

UNIT OBJECTIVES

This unit is designed to familiarize the student with the main concepts in Cooperative Occupational Education. It offers the student a definition of the term Cooperative Occupational Education, and guides the student towards an understanding of its goals, its systems of operation, and its benefits to participants and employers.

SPECIFIC OBJECTIVES

1. Recognize a definition of Cooperative Occupational Education.
2. Identify five goals of Cooperative Occupational Education.
3. List four occupational areas included in Cooperative Occupational Education.
4. Recognize at least two benefits of Cooperative Occupational Education to students.
5. Recognize two benefits of Cooperative Occupational Education to employers.
6. Recognize two benefits of Cooperative Occupational Education to schools.

WHAT IS COOPERATIVE OCCUPATIONAL EDUCATION?

UNIT I

SUGGESTED ACTIVITIES

I. Instructor

A. Prepare transparencies (TM 1-1, TM 1-2, TM 1-3, TM 1-4).

B. Discuss objectives.

C. Discuss Information Topics (IT 1-1, IT 1-2, IT 1-3, IT 1-4).

D. Review Assignment Sheets (AS 1-1, AS 1-2, AS 1-3, AS 1-4).

E. Invite an employer in to discuss benefits of Cooperative Occupational Education.

F. Administer and evaluate unit test.

II. Student

A. Read and discuss unit objectives.

B. Read and discuss Information Topics.

C. Complete Assignment Sheets.

D. Review and discuss Assignment Sheets.

E. Complete unit review.

INSTRUCTIONAL MATERIALS

I. Included in this unit

A. Objective sheet

B. Information Topic sheets

1. IT 1-1: What You Should Know About: Cooperative Occupational Education

2. IT 1-2: What You Should Know About: COE Goals

3. IT 1-3: What You Should Know About: Occupational Areas in COE

4. IT 1-4: What You Should Know About: How COE Helps Students, Employers, and Schools

C. Assignment Sheets

1. AS 1-1: What You Have Learned About: Cooperative Occupational Education

2. AS 1-2: What You Have Learned About: COE Goals

3. AS 1-3: What You Have Learned About: Occupational Areas In COE

4. AS 1-4: What You Have Learned About: How COE Helps Students, Employers, and Schools

D. Transparency masters

1. TM 1-1: Cooperative Occupational Education

2. TM 1-2: Goals of Cooperative Occupational Education

3. TM 1-3: COE Occupational Groups

4. TM 1-4: Benefits of Cooperative Occupational Education

E. Lists of jobs by occupational group

1. Trade and Industry

2. Business and Office

3. Health Occupations

4. Marketing and Distribution

F. Unit review and key

II. References

A. Cooperative Industrial and Cooperative Distributive Education. Jefferson City, MO: State Department of Education, Division of Public Schools, 1972.

B. Mason, R. and P. G. Haines. Cooperative Occupational Education. Danville, IL: Interstate Printers and Publishers, Inc., 1965.

C. Stadt, R. W. and B. G. Gooch. Cooperative Education. Indianapolis, IN: Bobbs-Merrill Co., Inc., 1977.

D. Techniques of the "COOP" Method. Columbia, MO: Instructional Materials Laboratory, University of Missouri-Columbia.

E. COE Career Guidance. Denver Public Schools, 1970. (motion picture)

WHAT IS COOPERATIVE OCCUPATIONAL EDUCATION

I. What is Cooperative Occupational Education? (IT 1-1) (TM 1-1)

A. Cooperative Occupational Education is a program that combines regularly scheduled, part-time, supervised employment with in-school classroom instruction.

B. On-the-job training (OJT) is basic to Cooperative Occupational Education; OJT allows students to learn occupational skills while completing academic coursework.

C. Cooperative Occupational Education relies on local business and industry to provide OJT in the students' chosen occupation.

D. The school and employer combine expertise to develop the students' abilities.

II. Goals of Cooperative Occupational Education (IT 1-2) (TM 1-2)

Goals of Cooperative Occupational Education are to:

A. Give students the opportunity to acquire marketable skills and explore career options.

B. Help make high school courses more meaningful to students by relating courses to the job and assist students in applying classroom learning to the job.

C. Provide income for students.

D. Provide high school credit for on-the-job training.

E. Help the community by training skilled workers for business and industry.

III. Occupations Included in Cooperative Occupational Education (IT 1-3) (TM 1-3)

A. Overview

1. Most occupations included in Cooperative Occupational Education require a High School diploma.

2. Some occupations included in the category listing require a higher level of skill and post-secondary training.

B. Occupational categories included in Cooperative Occupational Education

1. Trade and Industrial Occupations

a. Occupations in this group are oriented towards production of goods and services.

b. Workers in this group may need to develop specialized manipulative skills.

c. The category includes skilled trades, service occupations (repair, cleaning, food preparation), technical occupations, and factory-related occupations.

2. Marketing and Distribution Occupations

a. This group includes occupations in sales, sales promotion, and distribution of goods and services to consumers.

b. Work in this group requires a great deal of contact with the public. Communication skills are important for these workers.

c. Positions in Marketing and Distribution are found in retailing, wholesaling, transportation, finance and insurance, and hotel management.

3. Business and Office Occupations

a. These occupations are service oriented and are primarily concerned with the processing of information. Workers gather, record, file, retrieve, and/or communicate information.

b. Occupations in this group include secretary-stenographer, clerical-machine operator, bookkeeper-accountant, data processor, and office supervisor and manager.

4. Health Occupations

a. Health occupations encompass career areas which provide direct patient care and support services.

b. Employment is available in health care facilities, community health service agencies, and professional offices.

c. Occupations in this group include nurse aide, dental assistant, veterinarian aide, practical nurse, registered nurse, and X-ray technician.

IV. Benefits of Cooperative Occupational Education to Students, Employers, and Schools (IT 1-4) (TM 1-4)

A. Benefits of Cooperative Occupational Education to the student are:

1. Students are given the opportunity to earn wages. Very often this provides the student with an incentive to remain in school. Students earn high school credit for working.

2. The work experience that students gain through Cooperative Occupational Education will be valuable to them in future employment.

3. The development of good work habits will be facilitated by the work experience. Working students get practical feedback about the necessity for punctuality, accuracy, honesty, etc. It is important for students to understand that good work habits learned on an entry level job will also apply to future jobs in their career.

4. Students have an opportunity to acquire marketable job skills which will make them attractive as future full-time employees.

B. Benefits of Cooperative Occupational Education to employers are:

1. The employer can satisfy the need for entry level workers by selecting from Cooperative Occupational Education students.

2. Work-related instruction students receive in Cooperative Occupational Education helps them to make a quicker adjustment to the work environment. The employer benefits in time and labor costs.

3. The employer is assisted with the training of the Cooperative Occupational Education student by the related classroom instruction. There is a savings to the employer in both time and money.

4. The employer's labor turnover is reduced when Cooperative Occupational Education students become full-time employees. This is also cost-saving since it reduces the need for hiring and training new employees.

C. Benefits of Cooperative Occupational Education to schools are:

1. The expense of laboratory experience and training in the school is offset by using local businesses as training sites.

2. Attendance of students and their interest in school is improved.

3. The cooperation of employers, parents, students and school personnel improves the relationship of the school with the public.

4. The school's reputation with graduates and the business community is improved.

Some Samples of Business and Office Occupations

Accounting, Bookkeeping, and Related Programs, General
Machine Billing, Bookkeeping, and Computing
Business Data Processing and Related Programs, General
Business Data Peripheral Equipment Operation
Office Supervision and Management
Educational Assisting and Training
Personnel Assisting
Court Reporting
Executive Secretarial
Medical Secretarial
Stenographic
Typing, General Office, and Related Programs, General
Duplicating Machine Operation
Mail and Order Clerk
Shipping, Receiving, and Stock Clerk
Traffic, Rate, and Transportation Clerk
Business and Office, Other

Accounting and Computing
Bookkeeping
Business Computer and Console Operation
Business Data Entry Equipment Operation
Business Data Programming
Business System Analysis
Personnel and Training Programs, General
Secretarial and Related Programs, General
Legal Secretarial
Secretarial
Word Processing
Clerk-Typist
Correspondence Clerk
General Office Clerk
Receptionist and Communication Systems Operation
Typing

Some Samples of Health Occupations

Dental Assisting
Dental Laboratory Technology
Chemistry Technology
Clinical Animal Technology
Clinical Laboratory Assisting
Hematology Technology
Medical Laboratory Technology
Microbiology Technology
Mental Health/Human Services Assisting
Medical Assisting
Medical Office Management
Pharmacy Assisting
Physician Assisting-Specialty
Podiatric Assisting
Veterinarian Assisting
Geriatric Aide
Obstetrical Technology
Practical Nursing
Occupational Therapy Assisting
Orthotic/Prosthetic Assisting
Physical Therapy Aide
Recreational Therapy Technology
Speech/Hearing Therapy Aide

Dental Hygiene
Emergency Medical Technology-Paramedic
Clinical Laboratory Aide
Cytotechnology
Histologic Technology
Medical Technology
Home Health Aide
Animal Technology
Central Supply Technology
Medical Illustrating
Medical Records Technology
Physician Assisting-Primary Care
Veterinarian Aide
Ward Clerk
Nursing Assisting
Pediatric Aide
Ward Service Management
Occupational Therapy Aide
Orthopedic Assisting
Physical Therapy Assisting
Respiratory Therapy Assisting
Allied Health, Other

Some Samples of
Marketing and Distribution Occupations

Apparel and Accessories Marketing, General
Footwear Marketing
Business and Personal Services Marketing, General
Financial Services Marketing, General
Banking Marketing
Credit Union Marketing
Securities and Commodities Marketing
Floristry
Food Marketing, General
Specialty Foods Marketing
Wholesale Food Marketing
Industrial Sales
Purchasing
Sales
Hospitality and Recreation Marketing, General
Marketing of Recreational Services
Waiter/Waitress and Related Services
Freight Transportation Marketing
Passenger Transportation Marketing
Travel Services Marketing
Vehicle and Petroleum Marketing, General
Automotive Vehicles and Accessories Marketing
Recreational Vehicles and Accessories Marketing
Fashion Merchandising
Fashion Modeling
Jewelry Marketing
Display
Marketing of Business or Personal Services
Credit Marketing
Savings and Loan Marketing
Farm and Garden Supplies Marketing
Convenience Store Marketing
Supermarket Marketing
Auctioneering
International Marketing
Retailing
Wholesaling
Marketing of Hotel/Motel Services
Recreational Products Marketing
Transportation and Travel Marketing, General
Tourism
Warehouse Services Marketing
Agricultural Implements and and Machinery Marketing
Petroleum Wholesaling
Service Station Retailing
Vehicle Rental and Leasing
Marketing and Distribution, Other

Some Samples of Trade and Industry Occupations

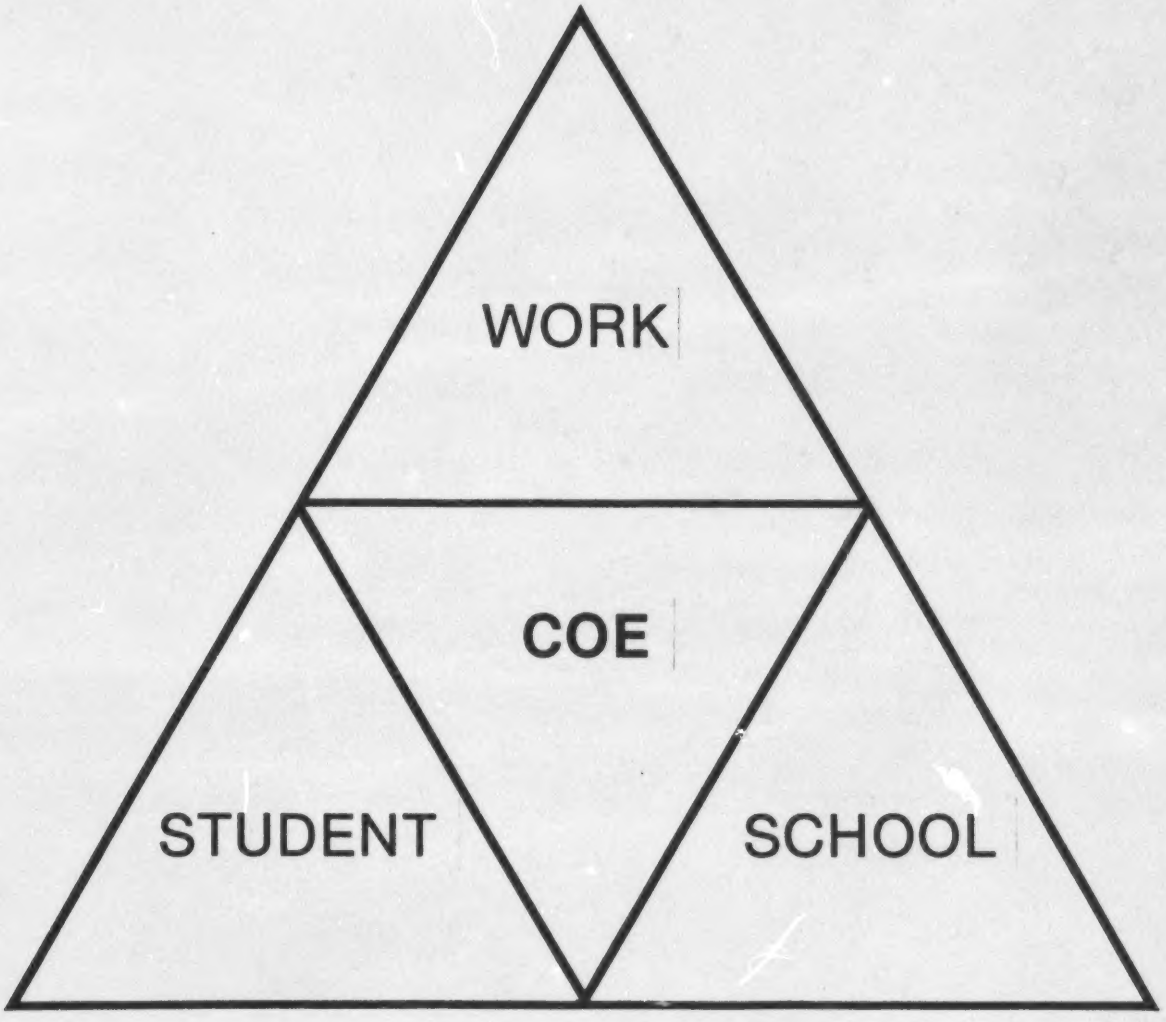
Brickmasonry, Stonemasonry, and Tile Setting, General
Carpentry
Electrical and Power Transmission Installation, General
Concrete Placing and Finishing
Drywall Installation
Painting and Decorating
Plumbing, Pipefitting, and Steamfitting, General
Construction Trades, Other
Electrical and Electronics Equipment Repair, General
Motor Repair
Heating, Air Conditioning, and Refrigeration, Mechanics, General
Industrial Machinery Maintenance and Repair
Electromechanical, Hydraulic, and Pneumatic Instrument Repair
Shoe and Boot Repair
Sporting Goods Equipment Repair
Watch Repair
Diesel Engine Mechanics
Graphic and Printing Communications, General
Lithography, Photography, and Platemaking
Printing Press Operations
Saddlemaking and Repair
Upholstering
Meatcutting
Foundry Work
Metal Patternmaking
Leatherworking and Upholstering, General
Precision Metal Work, General
Sheet Metal
Tool and Die Making
Industrial Ceramics Manufacturing
Optical Goods Work
Plastics
Furniture Making
Construction Equipment Operation
Truck and Bus Driving
Mining Equipment Operation
Brick, Block, and Stonemasonry
Tile Setting
Electrician
Lineworker
Building Maintenance
Construction Inspection
Floor Covering Installation
Plastering
Business Machine Repair
Communication Electronics
Computer Electronics
Major Appliance Repair
Small Appliance Repair
Vending and Recreational Machine Repair
Heating and Air Conditioning
Heavy Equipment Maintenance and Repair
Oil and Gas Drilling Equipment Operation and Maintenance
Locksmithing and Safe Repair
Operation,, Maintenance, and Repair of Audio-Visual Equipment
Aircraft Mechanics
Automotive Body Repair
Automotive Mechanics
Small Engine Repair
Drafting, General
Mechanical Drafting
Bookbinding
Commercial Art
Composition, Make-up, and Typesetting
Precision Food Production, General
Machine Tool Operation/Machine Shop
Welding, Brazing, and Soldering
Jewelry Design, Fabrication, and Repair
Woodworking, General
Millwork and Cabinet Making
Vehicle and Equipment Operation, General
Transportation and Material Moving, Other

From: Malitz, G.S. **A Classification of Instructional Programs.** Washington, D.C.: National Center for Education Statistics, 1981.

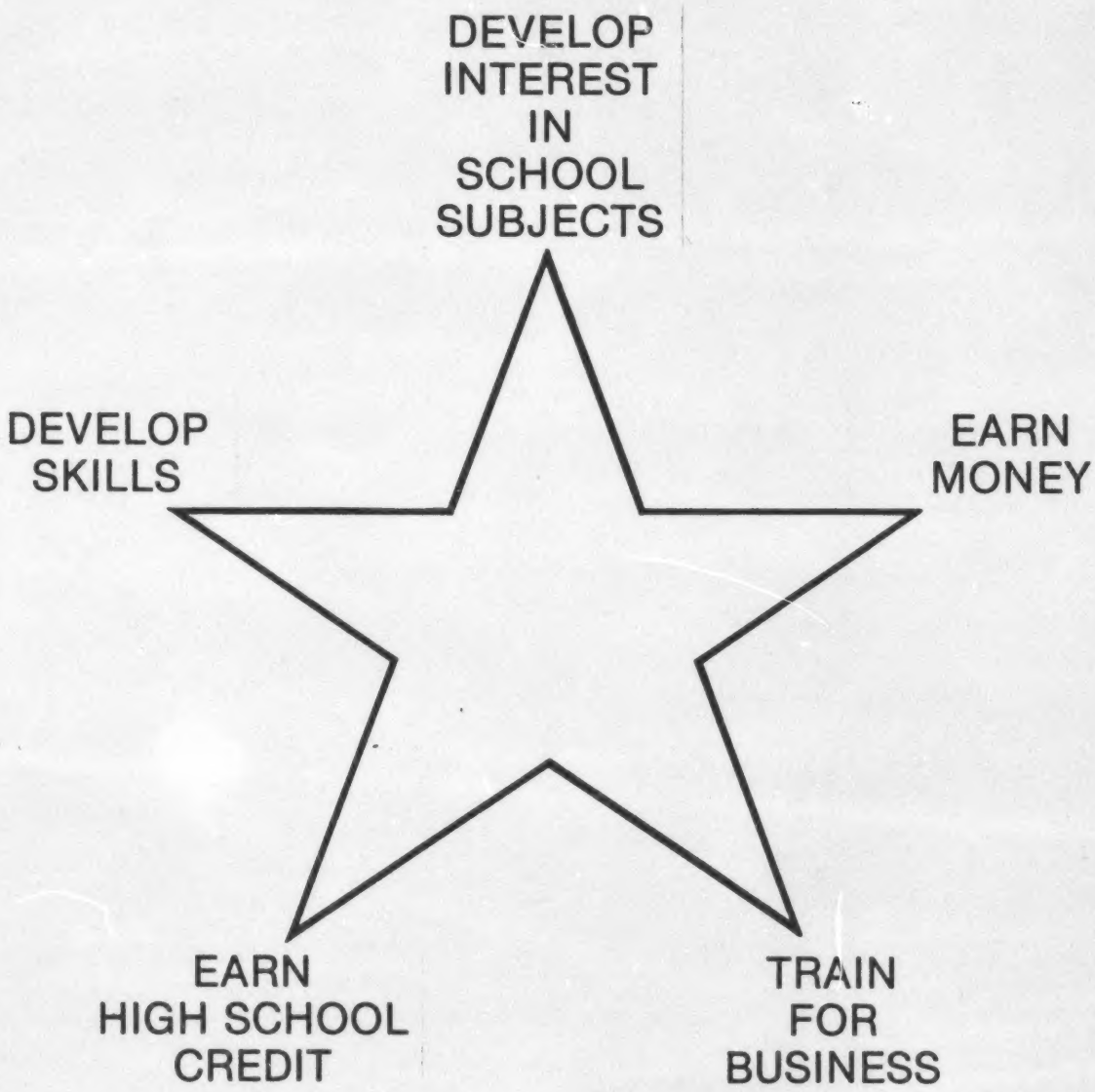
KEY TO UNIT REVIEW

1. b
2. 1. X
   2. X
   3. X
   4. X
   5. X
   6. X
   7. X
   8. X
3. a. Health Occupations
   b. Trade and Industry
   c. Business and Office
   d. Marketing and Distribution
4. a. E
   b. S
   c. S
   d. E
   e. X
   f. X

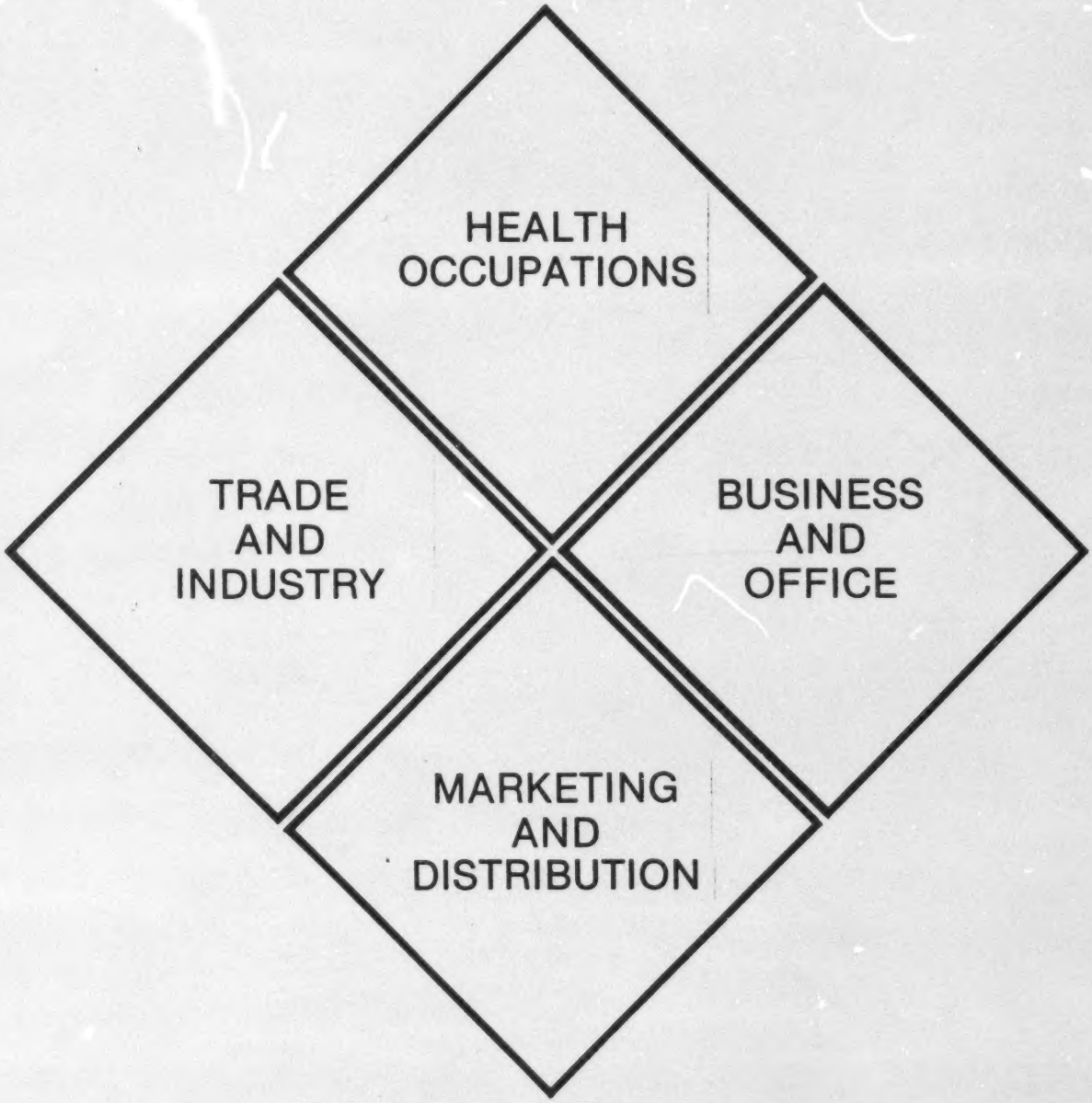
Cooperative Occupational Education

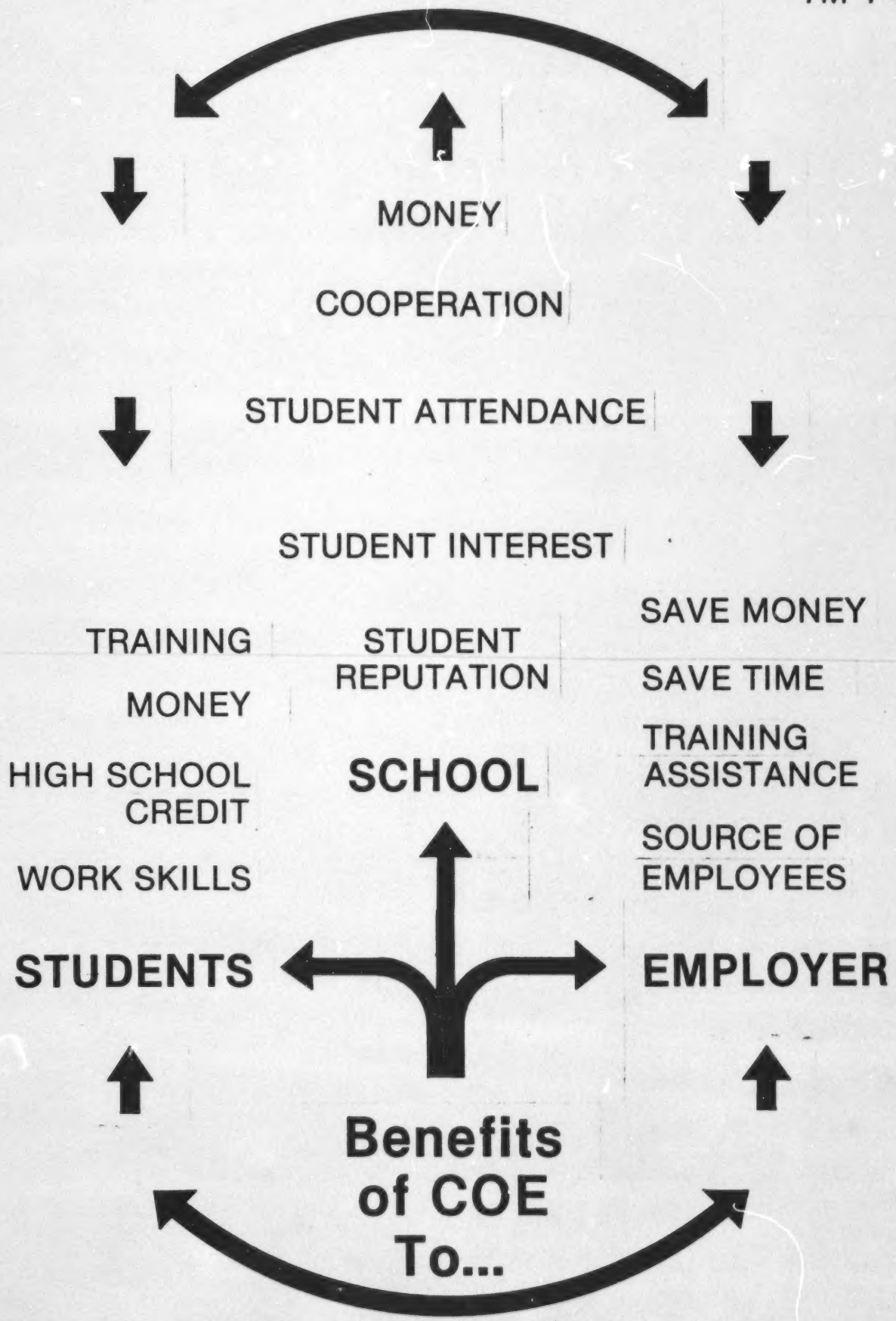


Goals of Cooperative Occupational Education

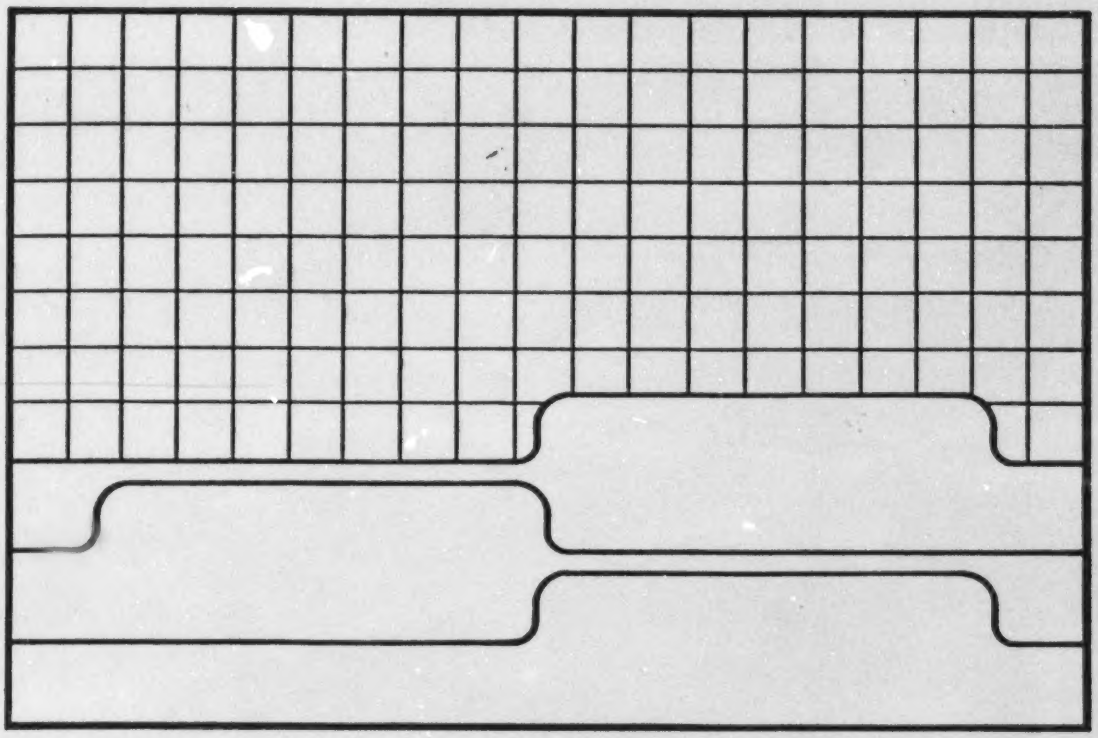


COE Occupational Groups




MONEY
COOPERATION
STUDENT ATTENDANCE
STUDENT INTEREST
TRAINING
MONEY
HIGH SCHOOL CREDIT
WORK SKILLS
STUDENTS
STUDENT REPUTATION
SCHOOL
SAVE MONEY
SAVE TIME
TRAINING ASSISTANCE
SOURCE OF EMPLOYEES
EMPLOYER
Benefits of COE To...

Unit 1
What is Cooperative Occupational Education?



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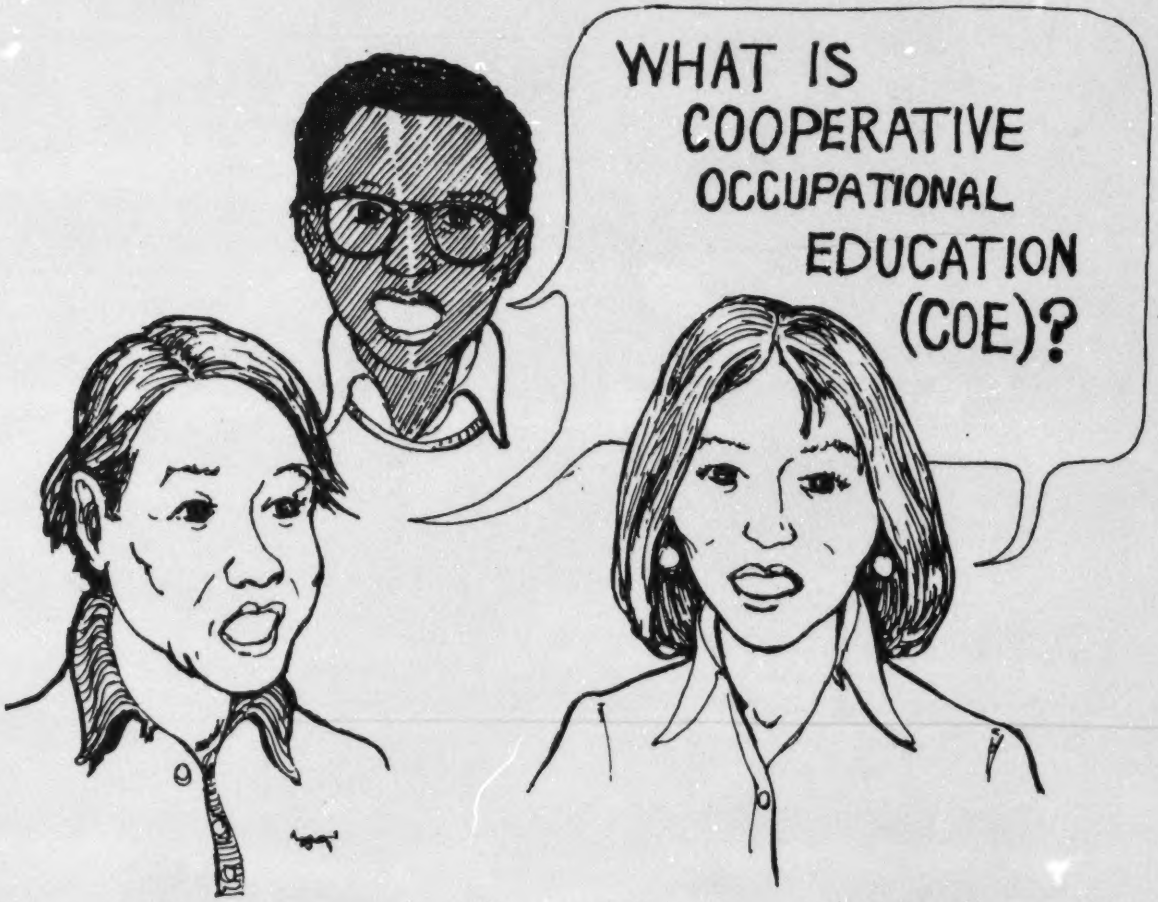


What is Cooperative Occupational Education?

After completing this unit, you will be able to:

- Choose the best definition for Cooperative Occupational Education (COE).
- Identify five goals of COE.
- List the four occupational areas in COE.
- Recognize two benefits of COE to students.
- Recognize two benefits of COE to employers.
- Recognize two benefits of COE to schools.

These are the unit objectives.

What You Should Know About
Cooperative Occupational Education

What is Cooperative Occupational Education and how can it help you? Let's look at the words to understand better what Cooperative Occupational Education means. If you can understand each word, it will help you to understand how they all fit together.

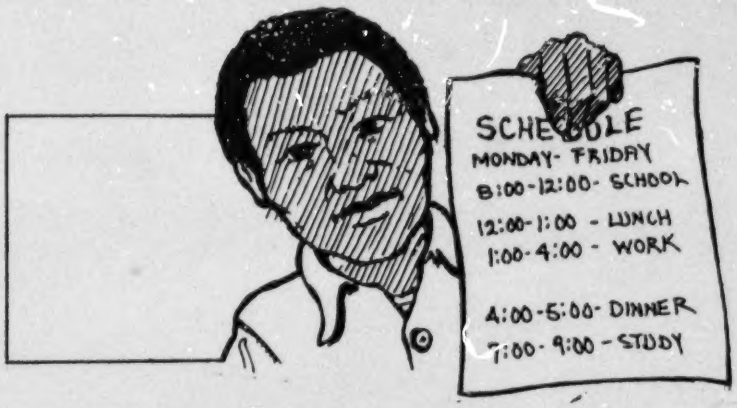
COOPERATIVE: is taken from "cooperate," which means to work together.

OCCUPATIONAL: is taken from "occupation," which is the work you do or the job you have.

EDUCATION: means learning about and understanding things and people.

COOPERATIVE	=	WORK TOGETHER	=	TEAM
OCCUPATIONAL	=	WORK YOU DO	=	JOB
EDUCATION	=	LEARNING	=	SCHOOL

Students in a Cooperative Occupational Education program go to school part-time and work part-time to get the skills they need for a particular job.



Cooperative Occupational Education is a program that lets the employer, the school, and the student work together.

SCHOOL	+	EMPLOYER	+	STUDENT	=

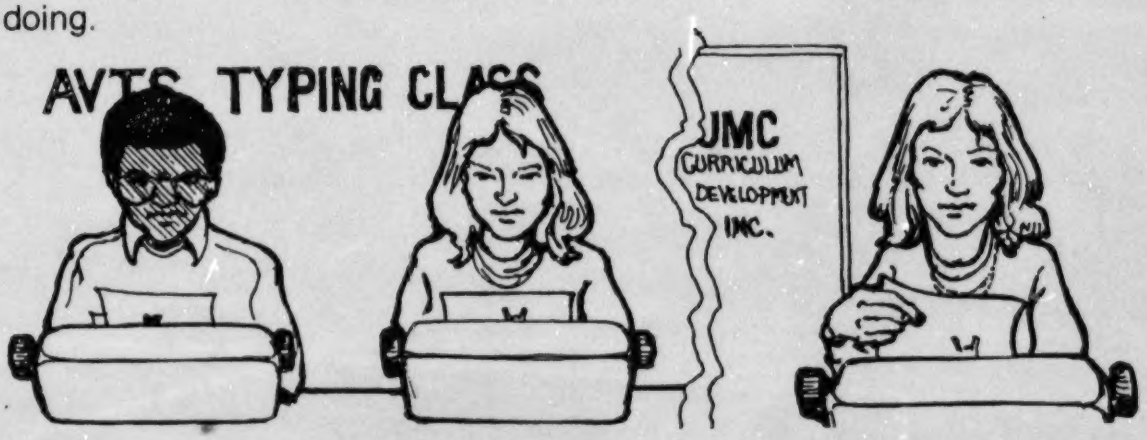
SKILLED WORKER

The best way to learn how to do something is to do it. You can be told how and shown how to do something, but to really learn how you need to do it yourself.

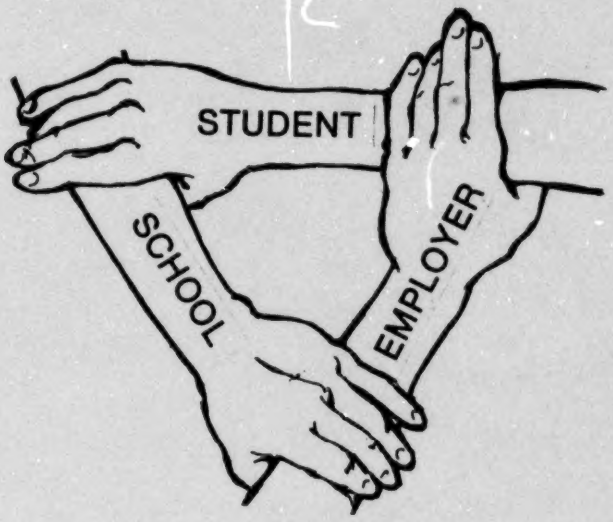
A COE program does all three. It tells you how, shows you how, and lets you do a job.

Cooperative Occupational Education uses classes that you take in high school to explain how to do things. You do those things with On-The-Job-Training.

This program relates the classes you take to the work you are interested in doing.



You, the school, and your employer will work together to make sure that you learn the skills you need to be a good worker.



What Have You Learned About **Cooperative Occupational Education**

Answer the questions below. You can use what you have just read to help you. Your instructor has the correct answers.

A. Match the word with the right meaning.

____ Occupational	a. has to do with learning
____ Education	b. means working together
____ Cooperative	c. has to do with what we do for a living

B. Fill in the blanks.

Cooperative Occupational Education happens when the _____, _____, and the _____ work together in class and on the job to help the student learn the _____ to do a particular job. Students enrolled in C _____ O_____ E _____ go to _____ and _____ at a job.

C. Draw a line under the true statements which describe Cooperative Occupational Education.

1. In a Cooperative Occupational Education program, school programs help tell and show you how to do a job.
2. Cooperative Occupational Education programs let you work to find out how to do a job.
3. On-the-job training is possible through COE programs.
4. Students go to school part-time and work part-time in a COE program.
5. Classes you take in a COE program are related to your job.
6. Students earn high school credit by working in a COE program.

What You Should Know About COE Goals

A goal is something good that you aim for. Most of us have goals. Businesses, schools, organizations, and people have goals. Let's look at some goals.

Personal Goals

- Buy a Car
- Have a House
- Take a Vacation

Business Goals

- Make Money
- Make a Good Product
- Do the Work Better

Organization Goals

- Raise Money
- Help People
- Donate Money

What are some goals you have for the near future?

_____

_____

_____

What are some goals you have for five years from now? (These are long-range goals.)

_____

_____

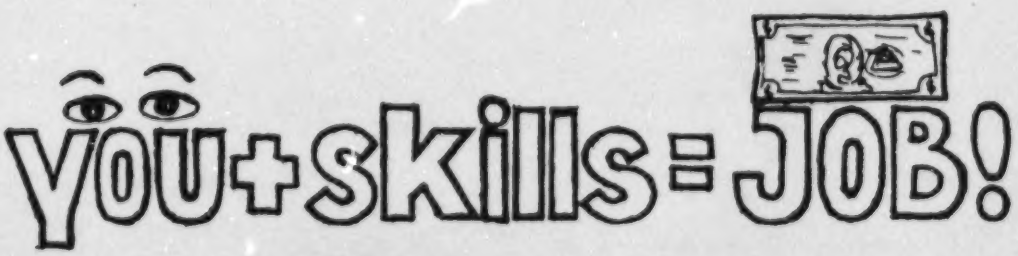
_____

What can you do to help yourself reach these long-range goals?

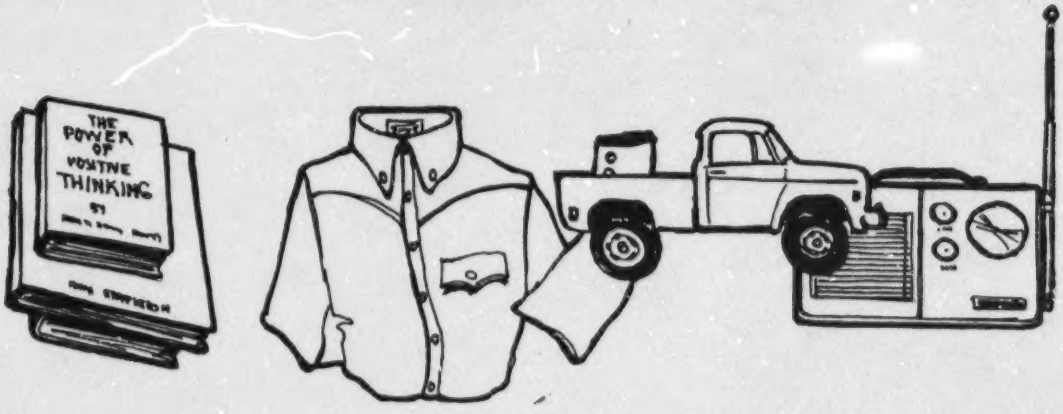
COE programs have goals too! There are five main goals in a COE program.

GOAL 1:
Give students a chance to learn skills that will help them to get a job.

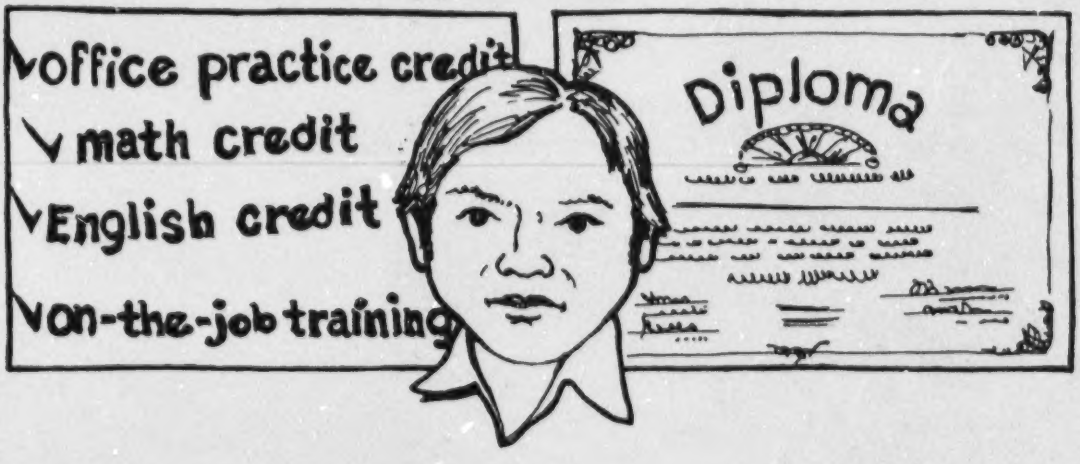
GOAL 2:
Make school more interesting by teaching subjects related to jobs.



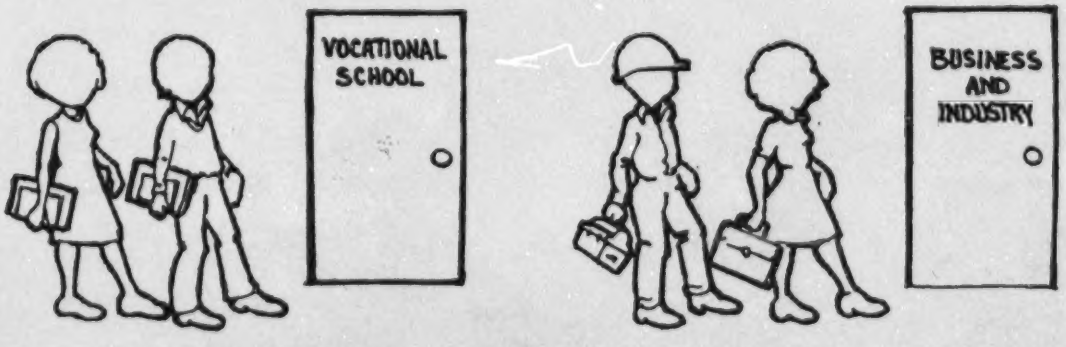
GOAL 3:
Help students earn money while they learn job skills.



GOAL 4:
Allow students to earn high school credit for on-the-job-training.



GOAL 5:
Help the community by training skilled workers for business and industry.



What You Have Learned About **COE Goals**

Do the problems below. If you need help, look in the information you have read.

A. Write down a personal goal, a school goal, and a job-related goal that you have.
Write what you can do to meet that goal.

1. _____

_____

2. _____

_____

3. _____

_____

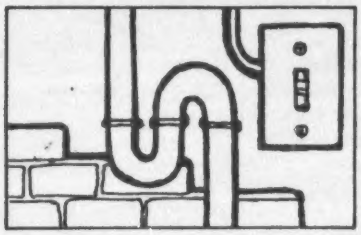
B. Draw a line under statements in this list that are COE goals.

1. Show students how to get a big house.
2. Help students learn about jobs.
3. Help students learn work skills.
4. Help students have fun in school.
5. Help students earn while they learn.
6. Help students get high school credit for work.
7. Help make high school courses more interesting.
8. Help the community by training skilled workers.
9. Help students get on-the-job training.
10. Help students stay in school.

What You Should Know About **Occupational Areas in COE**

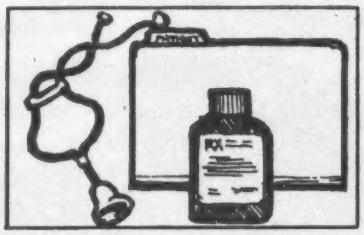
Students in COE programs learn about occupations (or jobs) that require training in high school, on the job, or at a technical school. Different kinds of occupations are arranged in occupational clusters. These clusters are:

Trade and Industry

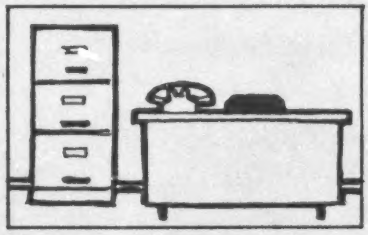


Marketing and Distribution

Health Occupations



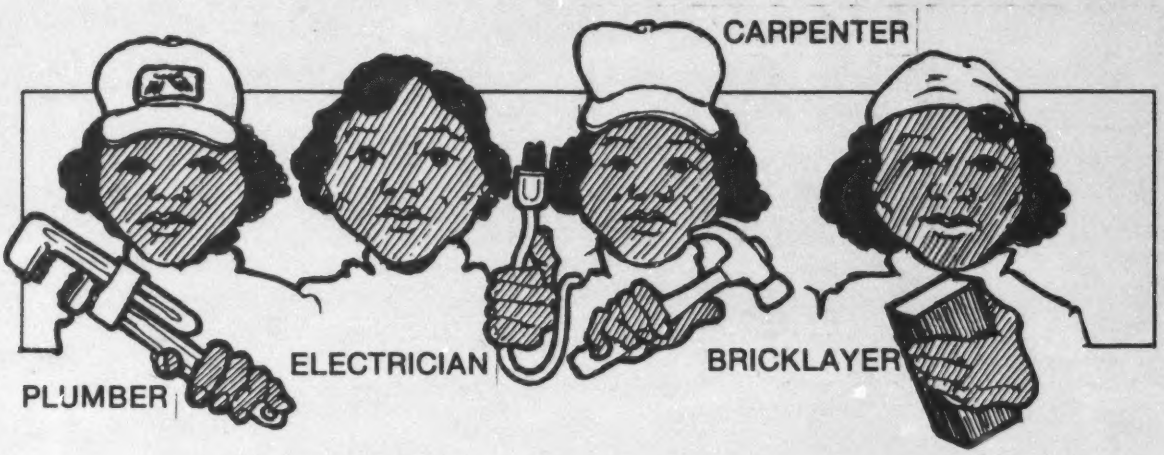
Business and Office



Let's take a brief look at each of these occupational clusters.

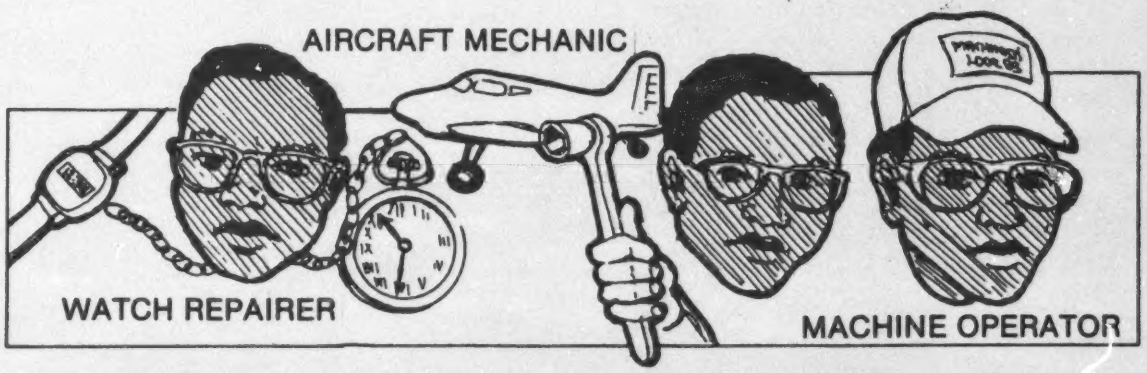
TRADE AND INDUSTRY
A TRADE is an occupation for which a person needs a special skill.
INDUSTRY is the business of making products that people need.

Jobs with special skills requiring a training period are called TRADES. They include jobs like:



Can you think of another trade occupation?_____

Occupations in industry are jobs that require you to operate or repair machinery or equipment.



Name another job that you think would be in the industry occupations.

_____

Here are some other jobs in Trade and Industry. Are there any that interest you? Can you think of any others?

Roofer
Shoe Repairer
Auto Body Repairer
Drafter
Truck Driver
Assembly Line Worker
Tile Setter
Heating and Air Conditioning Worker
Electronics Assembler
Printer
Food Service Worker
Factory Worker

Did you think of some other jobs that might be in trade and industry? List them below.

_____

_____

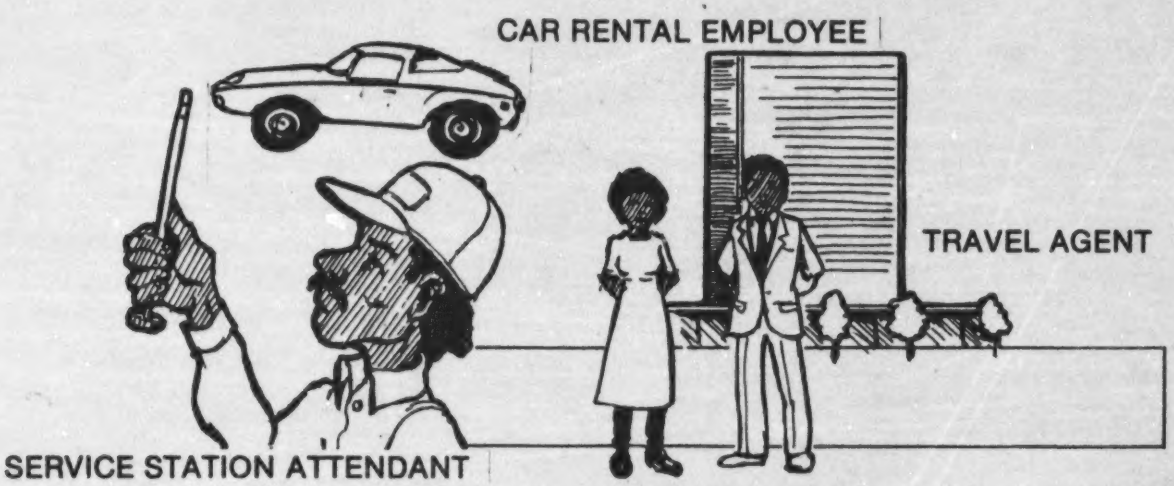
_____

MARKETING AND DISTRIBUTION

Jobs in Marketing and Distribution are found in businesses that sell goods and services.

Goods are things that people need or want. They are made to be sold to people at a profit.

Services are work that is done for someone else for a fee.



The following list shows some more jobs in Marketing and Distribution occupations. Be thinking of other jobs that you think would fit here.

Model	Farm and Garden Sales Person
Auctioneer	Retail Sales Person
Tour Guide	Hotel/Motel Service Worker
Florist	Food Marketing Worker
Animal Feed Sales Person	Display Designer

Did you think of other jobs? List them below.

_____

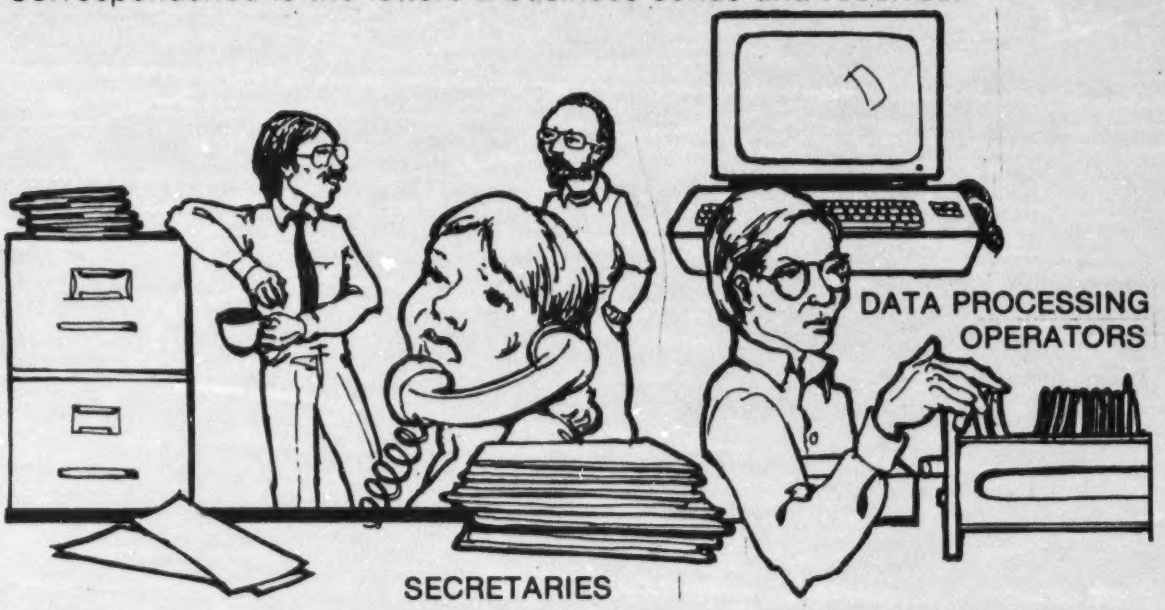
_____

_____

BUSINESS AND OFFICE

A third cluster of jobs is in Business and Office occupations. Workers in Business and Office manage records, correspondence, and money matters.

Records here refer to the information that a business keeps on file. Correspondence is the letters a business sends and receives.



Some other jobs in business and office occupations are listed below. Think of more jobs that might be in here.

Accountant
Computer Operator
Court Reporter
Mail Clerk
Personnel Assistant
Legal Secretary
Machine Billing Clerk
Office Supervisor
Traffic Clerk
Typist

Write down other occupations that you thought might go in here.

_____

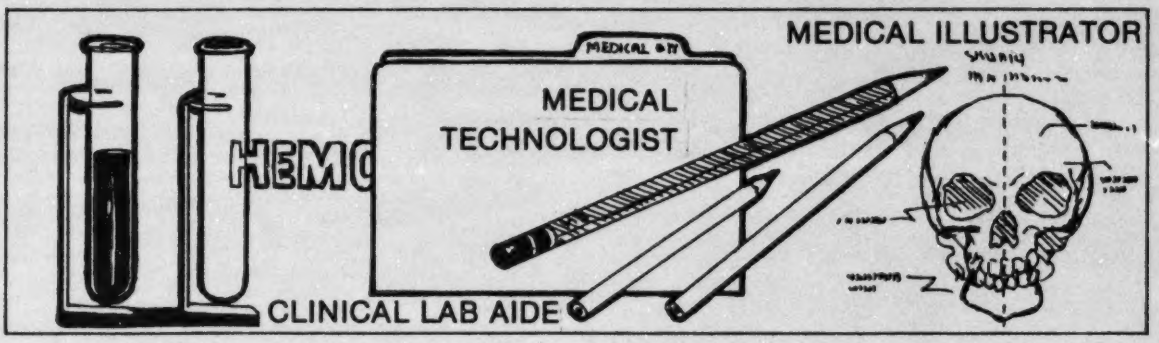
_____

_____

HEALTH OCCUPATIONS

Occupations that prevent and cure illnesses in people and animals are health occupations. Some jobs in health occupations require working directly with patients.

Others provide services that support the direct care a patient receives.



Here are some other jobs that are found in the health occupations. Think of some others.

Recreational Therapy Technologist
Practical Nurse
Pharmacist
Nursing Assistant
Central Supply Technologist
Food Service Aide
Speech and Hearing Aide
Paramedic
Animal Technologist
Hospital Dietitian

What You Have Learned About **Occupational Areas In COE**

Answer the following questions. Use the information you have just finished reading in this section if you need help.

A. List the four occupational areas in COE on lines 1-4. List two jobs in each group on the lines below that group.

1. _____
_____
_____

2. _____
_____
_____

3. _____
_____
_____

4. _____
_____
_____

What You Should Know About
How COE Helps Students, Employers and Schools

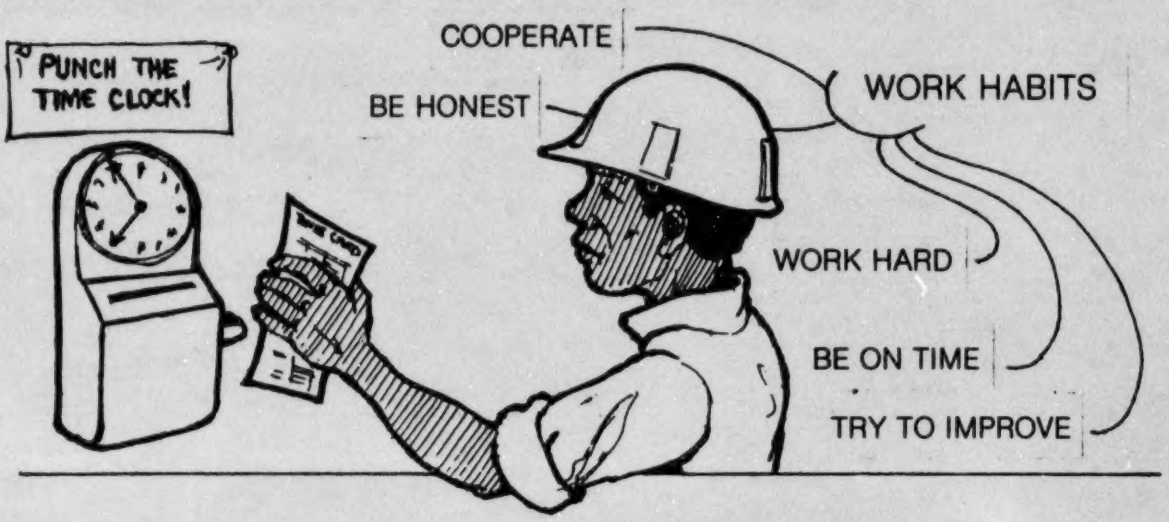
HOW COE HELPS STUDENTS

You have seen the goals of COE, but how does that affect you now?

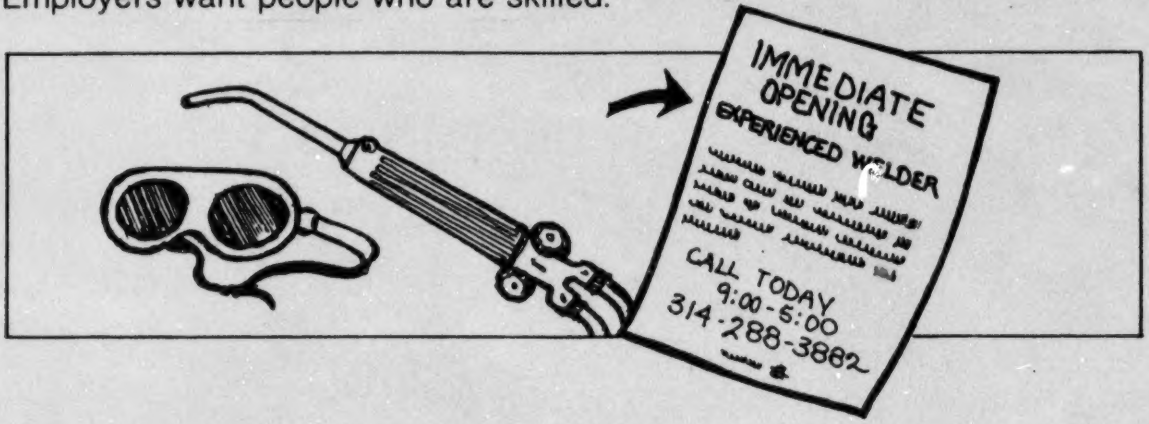
COE will allow you to earn money while working. You can use this money to buy things you need or maybe you will even be able to save some money.

By having a job while you are still in school, you can get work experience. You also receive high school credit for the hours you work. Your work experience will give you an edge when you apply for jobs. Employers like to hire workers with experience.

On the job, you will be able to develop good work habits. These habits can help you to succeed on the job.



Learning skills at your job will help you to find a full-time job later. Employers want people who are skilled.



So, you can get five main benefits from a Cooperative Occupational Education program:

1. Earning m_____ while still in school.
2. Getting w_____ e_____ that is helpful later.
3. Developing good w_____ h_____ .
4. Learning a s_____ .
5. Earning h_____ s_____ credit.

HOW COE HELPS EMPLOYERS

You know how Cooperative Occupational Education helps you as a student, but how does an employer benefit from a COE program? How does COE help business?

COE helps business find workers who want to work and learn job skills. After finding finding workers, employers often have to spend a lot of time and money to train them. The COE program helps by offering some of this training while the student is in school.

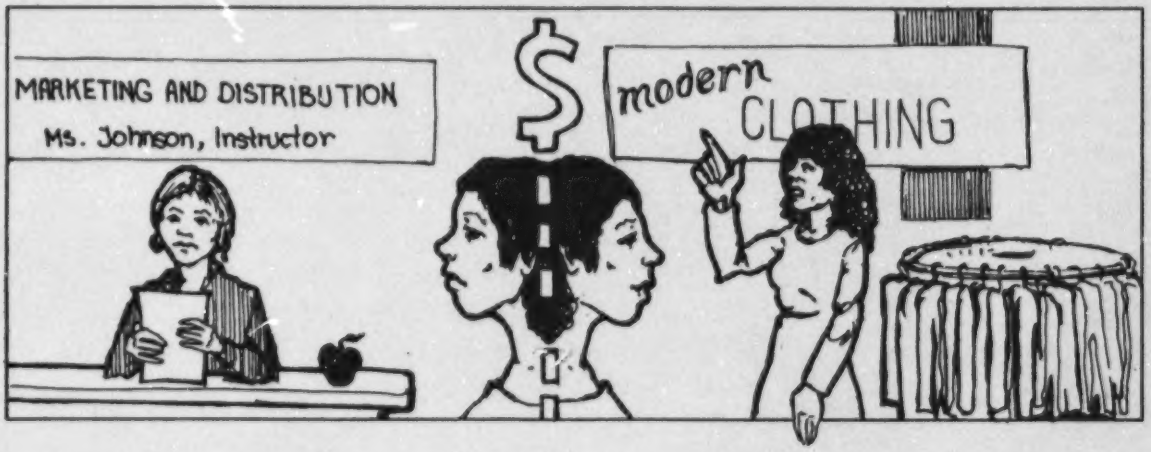
Training the student receives in school saves the employer time and money.

Sometimes COE students who have worked part-time for a business are hired as full-time workers when they graduate. This helps employers because they don't have to train new people.

Three benefits of Cooperative Occupational Education to employers are:

1. They are able to get people who want to w_____.
2. Employers save t _____ and m _____ because part of the COE students' training is done in school.
3. By hiring a COE student as a full-time worker after graduation, employers do not have to t _____ this new worker.

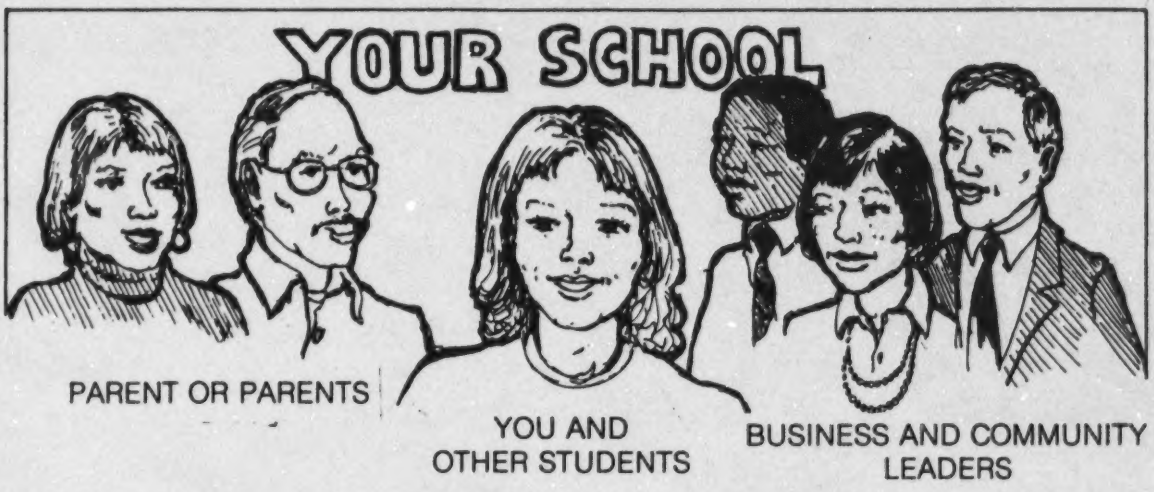
Schools also benefit from COE programs. Your school saves money because part of your training is provided by your employer. If schools had to provide this training they would need more teachers, space, and equipment.



Schools have fewer problems with attendance of COE students.

The public is more involved with the school. Parents and business people work with the school and students in the COE program.

The reputation of your school is improved in the community. Students, parents and business leaders can see that your school is graduating reliable workers.



Three benefits of COE programs to schools are:

1. Schools can save _____ .
2. Schools have fewer problems with _____ of students in COE.
3. A school's _____ within the community improves.

What You Have Learned About
How COE Helps Students, Employers, and Schools

A. Below is a list of benefits students and employers get from the COE program. Put an 'S' in front of the sentence if you think the benefit helps students. Put an 'E' in front if you think it helps employers. Put an 'X' in front of benefits to your school.

___ 1. Better attendance records at school
___ 2. Earns money
___ 3. Leads to a full-time job
___ 4. Saves money in training
___ 5. Training is shared
___ 6. Learns good work habits
___ 7. Finds people who want to work
___ 8. Learns job skills
___ 9. Gains job experience
___10. Has people who can stay on as trained full-time workers
___11. Earns high school credit for working
___12. Saves money because students get training on the job site

4. Listed below are a number of benefits of the COE program. If it is a student benefit, put an 'S' in front of it. If it is an employer benefit, put an 'E' in front of it. If it is a school benefit put 'X' in front of it.

____ a. Assists in finding workers.
____ b. Offers a chance to earn wages.
____ c. Gives work experience.
____ d. Lowers cost of training new workers.
____ e. Improves reputation.
____ f. Public more involved.

My evaluation shows that I understand this unit and that I am ready to continue.	The student has completed this unit to my satisfaction and is now ready to continue.
_____	_____
Student Signature	Instructor Signature

Name: _____

Unit 1 Review

1. Circle the best definition for Cooperative Occupational Education.
   a. Cooperative Occupational Education is a program that trains adults for jobs in industry and business in night school classes and through home study.
   b. In a Cooperative Occupational Education program, an employer and the school work together to give high school students classes and on-the-job training in a job the student is interested in.

2. Put an X in front of the correct Cooperative Occupational Education goals listed below.

____ 1. Help students learn good work habits.
____ 2. Help students learn work skills.
____ 3. Make classes more interesting to students.
____ 4. Help students earn money.
____ 5. Give students high school credit for work experience.
____ 6. Help students learn about jobs.
____ 7. Train workers needed by business and industry.
____ 8. Help improve students' work skills.

3. List the four occupational groups in Cooperative Occupational Education.
   a. _____
   b. _____
   c. _____
   d. _____